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17 DEC

DD/SAT 2410-63

MEMORANDUM FOR: Assistant Director/Computer Services
Assistant Director/ELINT
Assistant Director/Research & Development
Assistant Director/Scientific Intelligence
Assistant Director/Special Activities
Chief, Foreign Missile & Space Analysis
Center

SUBJECT: Monthly Activity Reports

1. There exists in the Directorate of Science and Technology very little in the way of formal activity reporting mechanism designed to allow the DD/SAT to be kept currently and generally aware of substantive and administrative matters pertaining to his operating components. Over and above the obvious desirability of the existence of such a reporting mechanism, the information usually contained assumes greater importance and significance in the environment of economy which it appears we are now entering.

2. This being the case, I have asked [redacted] of the Plans and Programs Staff to discuss the creation of such an activities reporting mechanism with you. The general guidance I have given them for what I have in mind has been limited to the following. The reporting frequency should be on a monthly basis. The report, functionally, should be in two parts, the first being substantive matters and the second being matters of management and/or administration. Within these functions, the format should include a narrative recitation of significant undertakings, accomplishments, problems affecting mission fulfillment, and cessation of any activities. The second treatment should be statistical or analytical in nature. For the substantive portion of the report, this should contain information of the numbers and titles of reports or publications issued, operations or phases of operations conducted

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and/or completed, and other meaningful statistics which give a quantitative picture of the discharge of the substantive responsibilities assigned to your component. The administrative statistics should include a brief status of funds report, personnel strength and any other matters believed by you to be pertinent.

3. I have suggested that the reports be submitted to my attention by the end of the fifth working day after the month being reported on, with their appropriate security classifications based on the reports' contents, and sent to me in two copies only. I do not desire any picturesque or unique format that involves the use of Agency printing facilities for eye attractiveness.

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ALBERT D. WHEELON
Deputy Director
(Science and Technology)

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EO/DD/S&T:Blake: [redacted] (16 Dec 63)

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